



IDAHO REAL ESTATE COMMISSION  
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Commission Use Only	
Apprd by/date: _____	Apprvl#: _____
Effctv Date: _____	Expires: _____

REE037-8  
Rev. 3/04

## Real Estate Course Provider Approval Application

(Required for any provider/school offering certified real estate courses to Idaho licensees)

### REQUIRED ATTACHMENTS

Checklist	Attachments	Commission Use Only
	Two professional reference letters for director	
	Explanations, court final order/opinion, to Section E, if applicable	
	Course registration form	
	Certificate of Completion (must include student name, course title, delivery method, dates, classroom hours, course approval number, signature of school representative, school name)	
	Proposed advertisement, if available	
	\$75 nonrefundable application fee, payable to IREC	
	This fully completed application, submitted <i>at least</i> 60 days prior to any proposed course offering	

### A. PERSONAL INFORMATION

Provider/Business Name: \_\_\_\_\_

Director or Individual in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

School Organized Under the Laws of Which State: \_\_\_\_\_

### B. PROFESSIONAL REFERENCES: (Attach letters)

Each director of a school must provide at least two professional reference letters attesting to the applicant's integrity and to any previous experience in the administration or operation of an educational program.

### C. SCHOOL PROCEDURES

Describe the physical facility standards which you will require for instruction (maximum and minimum number of students per classroom, amount of table space per student, visual aid equipment, etc.). Facilities must comply with all local, state, and federal guidelines, have a current "certificate of occupancy", and must maintain liability insurance.

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Explain your admission policy AND how refunds are to be made for students who either withdraw or fail to complete the course and the refund policy for course cancellation by the school. Attach a course registration form.

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Provide a statement explaining your procedure for maintaining all education records for a minimum of 5 years:

Providers are required to include the "100% Attendance Policy" in each approved student course outline for all prelicense and continuing education courses. How do you intend to monitor 100% attendance?

#### D. PROPOSED COURSE SCHEDULE

Course Title*	Approval #	Dates	Location	Time	Tuition Cost	Book Fee	Instructor*

Attach additional sheet if necessary.

\*If the course or instructor is not already certified by IREC, submit applications.

**This complete application must be submitted AT LEAST 60 days PRIOR to the first course offering.**

#### E. ADDITIONAL INFORMATION: (Check box for each question)

Have you ever had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or been refused a renewal of a license issued by the state of Idaho or any other state or jurisdiction?

" No " Yes (attach explanation, court final order/opinion)

Have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony, or any misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing, in a court of proper jurisdiction?

" No " Yes (attach explanation, court final order/opinion)

#### F. SIGNATURE & CERTIFICATION (Sign & Notarize)

**IRREVOCABLE CONSENT TO SERVICE:** In accordance with the laws of the state of Idaho to transact business as a course provider in Idaho, I hereby appoint and authorize the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to immediately notify the Commission in writing of any change thereto. (§54-2033(2bii), I.C.)

**CERTIFICATION BY APPLICANT:** I certify that all answers are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my certification terminated. I understand that upon approval, I will be expected to comply with, protect and promote the purposes, goals and objectives as stated in the Idaho real estate license law and rules and the *Certification Policy*.

Applicant signature

State of \_\_\_\_\_ )

County of \_\_\_\_\_ ) ss

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary  
Seal

Signature of notary public

Residing at \_\_\_\_\_

My commission expires \_\_\_\_\_